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## **User Manual**

# **V-Lib Digital Library Management System**

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## 1.0 USER / PATRON

### 1.1 Patron – Login

No.	Input & Procedures
1.	To access system as Library Administrator: <ul style="list-style-type: none"> <li>- Log in as: [Username]</li> <li>- Pwd : [Password] *first time password is password.</li> </ul>

### 1.2 Patron – Web OPAC

No.	Input & Procedures
1.	To use Search to list all item: <ul style="list-style-type: none"> <li>- Click 'OPAC'</li> <li>- Click 'Simple'</li> <li>- Click 'List All'</li> </ul>
2.	To use Search to search by Title and perform Reserve function: <ul style="list-style-type: none"> <li>- Click 'OPAC'</li> <li>- Click 'Simple'</li> <li>- Select 'Start with the words'</li> <li>- Enter 'Akta Jualan' in the search box</li> <li>- Select 'Title'</li> <li>- Click 'Search'</li> <li>- Click item title.</li>   <li>- Click 'Full Record'. <ul style="list-style-type: none"> <li>• Click on the image to view the enlarge view.</li> <li>• Click 'MARC Tag' to view the book information in MARC tag format.</li> <li>• Click 'View Book Item Details' to view book status.</li> <li>• Click 'Reserve' to reserve the book.</li> </ul> </li> <li>- Click 'MARC Tag' to view the book information in MARC tag format.</li> </ul>

### 1.3 Patron – My Account

No.	Input & Procedures
1.	To update personal detail: <ul style="list-style-type: none"> <li>- Click 'My Account'.</li> <li>- Click 'My Profile'.</li> <li>- Input edited information and click 'Update' to save the information.</li> </ul>
2.	To view personal audit trail: <ul style="list-style-type: none"> <li>- Click 'My Account'.</li> <li>- Click 'My Activities'.</li> </ul>

No.	Input & Procedures
	<ul style="list-style-type: none"> <li>- Click <i>'Print'</i> to print the activities. Click <i>'Print'</i> to send request to printer. Click <i>'Close'</i> to close the pop-up page.</li> </ul>
3.	<p>To view message from the system regarding new books that match patron's interest:</p> <ul style="list-style-type: none"> <li>- Click <i>'My Account'</i>.</li> <li>- Click <i>'Message'</i>.</li> </ul>
4.	<p>To request for books that is not in the library:</p> <ul style="list-style-type: none"> <li>- Click <i>'My Account'</i>.</li> <li>- Click <i>'Request'</i>.</li> <li>- Input book title and other related information and click <i>'Add Request'</i>.</li> <li>- Click <i>'View'</i> to view the book information.</li> <li>- Click <i>'Delete'</i> to delete the book request.</li> </ul>

#### 1.4 Patron – Circulation

No.	Input & Procedures
1.	<p>To extend borrowed book(s):</p> <ul style="list-style-type: none"> <li>- Click <i>'Circulation'</i>.</li> <li>- Click <i>'Extend'</i>.</li> <li>- Enter the book item id which is the barcode on the book.</li> <li>- Click <i>'Extend'</i> to extend the book.</li> </ul>
2.	<p>To extend borrowed book(s):</p> <ul style="list-style-type: none"> <li>- Perform search using Web OPAC. Get the book item id from the catalogue.</li> <li>- Click <i>'Circulation'</i>.</li> <li>- Click <i>'Reserve'</i>.</li> <li>- Enter the book item id which is the barcode on the book.</li> <li>- Click <i>'Reserve'</i> to reserve the book.</li> </ul>
3.	<p>To view own history.</p> <ul style="list-style-type: none"> <li>- Click <i>'Circulation'</i>.</li> <li>- Click <i>'History'</i>.</li> <li>- Today's history will be displayed.</li> <li>- Click <i>'View Transaction History'</i> to view past history.</li> </ul>